



## Home Energy Efficiency Grant Schemes

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Telephone: 01924 305887

Email: [eat@wakefield.gov.uk](mailto:eat@wakefield.gov.uk)

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

Strategic Housing needs to collect the following information about you.

1. Your name, address and contact information, including your telephone numbers and e mail address.
2. Names and contact details of any joint owners
3. Number of people living in your home plus their ages
3. Your total gross annual household income and how this is made up
4. Any health problems you have
5. Information about your home such as means of heating, energy performance rating
6. How much you are currently paying for your heating.

We use this information to:

1. Set up your individual client file.
2. To check that you qualify for home energy efficiency grant assistance
3. Check if you could pay less for your fuel or if you are in fuel poverty
4. Calculate the impact of any work that we have carried out in terms of improving your living conditions or reducing your costs.

To enable us to provide our service to you we will share your information with:

Who we will share with	Why we will share
Scarbrooks	They are a sub-contractor who may arrange the installation of heating improvements in your property
Engie	They are the contractor managing the sub-contractor.
District Network Operator	They are a contractor who arranges for gas connections
Communitas Energy – CIC	This company raises gas connection vouchers
West Yorkshire Combined Authority (WYCA)	The authority to whom we have to send project monitoring information to
AWS	The authority to whom we may have to send project monitoring information to
Ofgem	The authority to whom we may have to send project monitoring information to
White Rose Energy	They are a contractor who arranges gas meter installations and energy tariffs
A&M Energy Solutions	They are a sub-contractor who may arrange the installation of insulation in your property
YES Energy Solutions	They are a sub-contractor who may arrange the installation of insulation in your property
Asbestos Survey Company	They are a contractor who may undertake asbestos survey in your property
EPC Generation Company	They are a contractor who will undertake EPC inspections in your property
Groundwork	A company who can provide follow up advice and support to save energy

Should you decide not to provide any of the information we request from you:

1. We won't be able to set up a client file and manage your application.
2. We won't be able to calculate whether you qualify for home energy efficiency grant assistance.

### **3. What authority does the Council have to collect and use this information?**

Your information will be processed as part of providing you with a service because we might enter into a contract with you.

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 7 years starting after we finish working with you, after which time it will be

deleted from our systems. This is due to funding and/or audit requirements for these types of schemes.

## **5. Your rights and your personal data**

Under the GDPR you have the following rights:

### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

### **Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

## **6. Transfer of data outside the EU**

We will not transfer any of your data outside the EU.  
We will not sell/give your information to any third party for marketing purposes.

#### **7. Automated decision making**

Our processes do not contain any automated decision making.

#### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.